

Resume A

Appearance - 4

- Name is complete – in bold print – font size 12 or 14
- Complete address and phone number
- All text is aligned
- Paper is smooth
- Paper is white or off-white

Format - 4

- Job wanted is listed
- Font (keyboard; type or typing) Times New Roman or Arial (words only), size 12 or 14
- No spelling errors
- No grammar errors
- No pronouns
- No punctuation errors

Work Experience & - Education - 4

- Give most recent work experience first
- Give a detailed list of job duties
- List all schools with most recent first
- Tell expected high school graduation date
- Course work, if included, is clearly related to job wanted

Extra Curricular Activities, Hobbies &/or Interests - 4

- List awards, volunteer activities, memberships and/or names of organizations
- All dates of membership or participation included

Qualifications - 4

- All of the listed strengths, accomplishments and skills are related to the job you want

References - 4

- No section of references
- No “References available upon request” is included

Total _____/24